

# City of Chandler Vendor Information

Thank you for your interest in wanting to be a part of our special events. The City of Chandler prides itself in having vendors at our events that represent the concept of the event and a vast diversity of what the city has to offer. This one page information sheet should answer most questions about the event.

## Event: Multicultural Festival

Date: Saturday, January 15, 2011

Location: Community Center

Time: 11am to 4pm

**Priority Vendor Application Deadline: Tuesday, November 30, 2010**

**Vendor Application Deadline: Monday, December 20, 2010**

**Event History:** This event is in its 16<sup>th</sup> year and focuses on showcasing the community's diversity in all areas of life and education. The main emphasis is to have an event that the entire family can enjoy and experience something new. Approximately 7,000 guests visit the festival throughout the day.

### Available Areas for Vendors:

**Nonprofit Organizations Informational** – This is for non-profit groups that want to provide information about their organization to the community. There is no selling of items. There is limited space for those who do not have a cultural tie.

**Business/Company Informational** – This is for businesses or for-profit organizations that want to provide information about their organization to the community. There is no selling of items.

**Food/Beverages** – This is any organization or business that wants to sell food, snacks or beverages.

**Merchandise Sales** – This is for any organization (profit or nonprofit) or business that wants to sell any type of merchandise they produce.

### Responsibilities of the Vendor:

**Application** – An application must be completed and turned in by the deadline above.

**Booth Fee** – A non-refundable fee is charged to participate in the event.

*This fee is not paid until the vendor has been notified of its acceptance into the event.*

**Supplies/Materials\*** – All supplies and materials (tables, chairs, canopies, etc.) must be provided by the vendor.

\*Vendors may elect to pay an additional fee to receive one (1) table and two (2) chairs at their booth.

### Event Notes:

**Available Space** – 10' x 10' space will be allocated to all approved vendors.

**Cultural/Ethnic Background** – Vendors displaying or involving cultural awareness, substance or emphasis will be considered over those without it.

**Applications** – The City of Chandler will accept vendor applications until 5:00 p.m. on the date of the deadline. Applications submitted or received after the deadline will not be eligible for consideration.

**Notification of Acceptance** – The City of Chandler will notify the accepted vendors within 7 business days of the application deadline. All fees and additional requested information must be submitted by the new deadline.

**Duplication of Vendors** – The City of Chandler strives to keep duplication of booth items or activities down to a minimum. Our goal is to keep the number of same or similar booths down to a minimum.

**Waiting List** – A waiting list will be kept from the eligible applications and these vendors will be contacted if any of the accepted vendors do not meet the requirements.

**For questions, please contact the Special Event Coordinator at 480-782-2665.**

# Multicultural Festival Vendor Application

## Applicant's Information

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Company/Organization Name

Contact Name

Mailing Address

Daytime Phone

Cell Phone

Email Address

## Booth Information

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Please Check One:

☐

Nonprofit  
Informational

☐

Business/Company  
Informational

☐

Food/Beverages  
Sales

☐

Merchandise  
Sales

Cultural of Ethnicity Representing:

Please provide an in depth description of your booth.

**Please check all needs that apply:**

☐

Electrical Source Needed

☐

Water Source Needed

Do you have a Maricopa County Health Permit?

Yes

No

License #

Do you have a Chandler City Sales Tax License?

☐

Yes

☐

No

License #

Will you be asking for monetary donations?

☐

Yes

☐

No

Is your company/organization a 501(c)(3) nonprofit?

☐

Yes

☐

No

If yes, please attach a copy of IRS status form

Please provide a list of all items being sold and their price range.

Booth Fees (please check the one that applies)

- ☐ Nonprofit Informational – No Cost for Cultural Representation
- ☐ Nonprofit Informational – \$10.00 (limited space available)
- ☐ Business/Company Informational - \$25.00
- ☐ Merchandise Sales - \$50.00
- ☐ Food/Beverage Sales - \$50.00

Additional Vendor Rental Options (please check all that applies)

- ☐ One Table and Two Chairs - \$10.00
- ☐ Extra 10' x 10' Booth Space - \$15.00

Please read carefully and sign below.

I certify that the information contained in this application is true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the city of Chandler Municipal Code. Applicant agrees to comply with all requirements of the City, County, State, and Federal Government.

Signature

Date

Printed Name

**Return Application To:**

*Mail*

Hermelinda Llamas  
Special Events Coordinator  
Mail Stop 500  
PO Box 4008  
Chandler, AZ 85244

*Hand Deliver*

City Hall  
175 S. Arizona Ave  
4<sup>th</sup> Floor  
Attention: Hermelinda Llamas



**Chandler ♦ Arizona**  
*Where Values Make The Difference*